

NRS Data Quality Monitoring Matrix

DATE: _____

INSTITUTION: _____

1. Goal Setting and Orientation		
<p style="text-align: center;">Criteria</p> <p>*There is a procedure to orient students and help them set goals</p> <ul style="list-style-type: none"> ○ Short and long term goals are identified. ○ Instructional goals are identified ○ NRS Goals are identified ○ A realistic timeline for each goal is established. <p>*Random file review reveals that student goals are entered correctly both in IMAS and on the student intake form for both goals upon entering and follow-up of goals.</p> <p>*A face-to-face meeting with advisor or intake personnel is documented and instructional placement is in agreement with correct assessment.</p> <p style="text-align: center;">Monitoring focus</p> <p>Student Goal-setting documents reviewed , Orientation and advising plan documented and includes time frames regarding goals, the addressing of barriers, follow-up form regarding support service referral or assistance.</p>	<p style="text-align: center;">Evidence</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>	

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2. Testing Area		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Testing is done in accessible and appropriate spaces. (quiet, well-lit, distraction-free, free of architectural and programmatic barriers) Accommodations are provided for students with documented disabilities 	<div>Yes No</div> <div>Yes No</div>	
<p>Monitoring focus</p> <p>Visit typical testing area</p>		

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3. Trained staff			
Criteria	Evidence		Comments
<ul style="list-style-type: none">• Staff who will administer assessment/s have been trained (TABE/CASAS) by a state approved trainer and in accordance with state Assessment Policy.<ul style="list-style-type: none">○ Assessment directions and procedures are followed.○ Assessments are timed.○ Test administrators do not provide “help” (give answers, hints, etc.) to students.○ Instructors do not discuss test items with students.○ A list of Assessment trained staff is on file.• The local testing schedule is adequate for both the main Center and outreach sites• The local assessment training design is acceptable.	Yes	No	
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4. TABE/CASAS		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> An assessment Appraisal is administered to determine program eligibility and select appropriate pre-test. The assessment Appraisal is never used in lieu of a pre-test. Appropriate assessments are provided to students who test out in one level and may require further assessment to accurately place he/she in instruction. 	<div>Yes No</div> <div>Yes No</div> <div>Yes No</div>	
<p>Monitoring focus</p> <p>Student file review and IMAS review to ensure appraisals and correct assessments have been administered and placement aligns with assessment.</p>		

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5. Assessment Pre-Testing		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> TABE/CASAS tests are given when students enter the program quarter and no later than within two weeks upon program entry. 	Yes No	
<p>Monitoring focus</p> <p>Student file review.</p>		

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6. Assessment Post-test		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Students are not post-tested in areas they have not studied. 	Yes No	
<ul style="list-style-type: none"> All post-testing follows the standard timeframes and guidelines posted for each assessment in the Idaho Assessments Policy Guidelines. <ul style="list-style-type: none"> <i>If this is a low-intensity program, students are tested at least every three to five months.</i> 	Yes No	
<ul style="list-style-type: none"> Early leavers are tested whenever possible and within accepted guidelines. 	Yes No	
<ul style="list-style-type: none"> Attendance records are consistent with NRS requirements <ul style="list-style-type: none"> attendance is recorded for individual students appropriately hours are rounded correctly only legitimate activities are counted 	Yes No Yes No Yes No	
<p>* If post-testing has been conducted prior to the 60-70 hour Idaho Assessment Policy requirement but within the acceptable minimum of 40 hours of instruction, is there documentation that includes the program manager's signature posted in a documentation binder explaining why this was done and approved?</p>	Yes No	
<ul style="list-style-type: none"> What percentage of testing exceptions are currently on file and is the program adhering to the policy of using the exception rule only for "rare" cases. 	Yes No	
<p>Monitoring focus</p> <p>Document Review, student file review, review binder for test exceptions, attendance records.</p>		

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7. <i>Students with Disabilities</i>		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Students with disabilities are not exempted from testing. Test modification written request forms are on file. Students who request test modifications are provided with test modifications as stated in the testing policy guidelines. 	<div>Yes No</div> <div>Yes No</div> <div>Yes No</div>	
<p>Monitoring focus</p> <p>Student File Review and interviews with assessment staff</p>		

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8. Test Security		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Program has a system in place for safeguarding, distributing, and collecting all testing materials. <ul style="list-style-type: none"> On main campus, materials are maintained in a locked cabinet or locked room with limited access. Completed answer sheets are secured prior to transport to the main site Testing materials are not duplicated. There is an inventory of test materials. Appraisal answer sheets have been removed from files and destroyed (regulation of CASAS but good policy for all assessment) 	Yes No Yes No Yes No Yes No Yes No	
<p>Monitoring focus</p> <p>Interview Director, tester/s and staff who conduct assessment Visit testing materials security area Observe locking file cabinet Observe answer sheet storage Review Test Inventory</p>		

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9. Adult Secondary Programs (GED, HSC)		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> Post-tests are used to determine level completion for federal accountability purposes. 	Yes No	
<ul style="list-style-type: none"> GED and HSE specific assessments, to include GED pre-tests, are not used to determine level completion for federal accountability purposes. 	Yes No	
<p>Monitoring focus</p> <p>Interview Assessment Staff and review student files</p>		

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IMAS and Data Collection		
10. Overview of Data Collection System		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> There is a clear written or graphic description of the data collection process for each site. Data trail followed. 	Yes No	
<ul style="list-style-type: none"> Individual staff roles in data collection are in writing and included in the program's plan. 	Yes No	
<ul style="list-style-type: none"> Data collection responsibilities are included in job descriptions. 	Yes No	
<p>Monitoring focus</p> <p>Review Data Collection flowchart (including outreach)</p> <p>Review written identification of staff roles</p> <p>Review job descriptions</p>		

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11. Data Collection Forms		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> The state's standard data intake collection forms are used. A privacy of information is included on the intake form and student information is not shared when a student chooses not to agree that records may be shared by not signing the statement. The data collected on the intake form matches the information recorded in IMAS. 	Yes No Yes No Yes No	
<p>Monitoring focus</p> <p>Interview Director, coordinators and data collection staff Review data collection form</p>		

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12. Data Checking System		
Criteria	Evidence	Comments
<ul style="list-style-type: none"> There is a data checking/data quality system in place. <ul style="list-style-type: none"> There are specific written staff assignments for <ul style="list-style-type: none"> data entry data checking and quality control Data entry occurs daily and /or weekly and is posted bi-weekly according to the state schedule. There is an organized method to identify and correct errors, find missing data, anomalous data, or data that doesn't make sense. Data checkers have authority to work with other staff for clarification, to correct problems and resolve errors. There is a regular, prescribed data-checking schedule with clear deadlines. Time is provided for staff to correct errors or input data The program manager has a regional monitoring schedule to ensure compliance with NRS and State regulations from staff 	Yes No Yes No Yes No Yes No Yes No Yes No Yes No	
<p>Monitoring focus</p> <p>Observe data entry, demonstration by data person entering data, schedule of internal monitoring, interview with staff.</p>		

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The elements that were out of compliance (those marked "No") were discussed with me. I was told that an

Program Director: _____

State ABE Director: _____

Date: _____